2016-17 Preferred Golf – Rate Loading Instructions
AmexGolf 1 Round Per Night

Please review the following program information and instructions.

Rate Category:	GLRA – Preferred Golf Last Room Availability
Rate Type:	Negotiated
Package Rate Code / Rate Type Code:	**MKTAXGL** (*was previously coded as AMEXGOLF*)
Package Name / Rate Type Name:	**AmexGolf 1 Round Per Night**
Default Short Description:	Stay One Night and Receive One Round of Golf and One Upgrade
Default Long Description:	EXCLUSIVE American Express Centurion and Platinum Card Members golf rate. Enjoy a nightly golf package which includes one-round of golf per night stay per room – limited to one free round of golf per room per night.
Rate Type Class:	Negotiated
Rate Attributes:	☐ Include Tax By Default ☐ Suppress Rate ☒ Commissionable ☐ Require Credentials at Check-In ☐ Breakfast included in rate
Channels:	☐ Booking Engine ☒ GDS ☐ IDS ☒ Voice ☐ Confidential ☒ Confidential
Valid Arrival Dates:	Now – December 31, 2017
Terms & Conditions:	• Based on hotel availability • Limited to one free round of golf per room per night. • Must be booked via Amex Office
Rate Strategy:	• BAR • Last Room Availability

NEW participants to this program → go to **SECTION A / page 2**

→ If your hotel **participated in 2015** → go to **SECTION B / page 3**

SECTION A – for hotels that are NEW to this program

1. Add a **New Rate** under Rate Configuration in SynXis CRS.

2. Fill in the Default Short & Long Description using the chart listed on page 1.

3. Add descriptions per channel and by language if necessary.

4. Add travel agency commission percentage, 10% minimum recommended.

5. Add the room types for this rate.

6. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.

7. Add the validity dates as per page 1.

    You may start selling this program immediately by adjusting your start dates.

8. Add the derived or fixed rate.

9. Add offsets or rate attributes as necessary.

10. Double check the guarantee and cancellation policies.

11. Go to Product Assignment to review and adjust your rate display order by channel.

    We recommend lowest to highest.

12. Rate loading needs to be completed within **5 business days** of receipt of these loading instructions.

13. Once rate loading is completed, please send a confirmation email to:

    MktgProgramRates@PreferredHotels.com

SECTION B – for hotels that participated in this program in 2015

We encourage you to make the updates immediately and honor the new program as soon as possible.

1. Please do not build a separate/new rate plan for this program. The marketing team will **ONLY** be promoting this rate code and all materials will include this rate code only.
2. Pull up the Rate code listed on page 1.
3. Update the Short description with the information on page 1.
4. Update the Long description with the information on page 1.
5. Update descriptions per channel and by language if necessary.
6. Revise travel agency commission percentage if necessary, 10% minimum recommended.
7. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.
8. Revise any room types for the rate if needed.
9. Extend validity date through December 31, 2017.
10. Update your derived or fixed rate as appropriate.
11. Add offsets or rate attributes as necessary.
12. Double check the guarantee and cancellation policies.
13. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.
14. Rate loading needs to be completed within **5 business days** of receipt of these loading instructions.
15. Once rate loading is completed, please send a confirmation email to:
    MktgProgramRates@PreferredHotels.com